**Alex Y. Kiyao**

**Senior accounting and Finance Professional**

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**CAREER PROFILE SUMMARY**

A passionate and very skilled senior Accounting professional with over 12 years of experience in accounting, finance, and customer service. Knowledgeable in; preparing financial reports, accounting and financial management standards as well as internal policies and procedures. I can prepare accurate and timely financial reports/statements, journal entries, general ledger operations, preparing monthly financial statements, reconciling and maintaining balance sheet accounts, payroll, cash flow, budgets, fixed assets, and monitor discrepancies. During my tenure of work, I have been able to execute all the tasks assigned to me with a lot of proficiency and diligence. Notably, I have been involved in handling the operations department to ensure its daily activities executed are timely and excellent. My focus is to secure a position where I can utilize my skills and expertise to contribute

**KEY SKILLS AND COMPETENCIES ACQUIRED**

* **Project Management**. One of my primary focuses has been on effective communication and collaboration. Working closely with project accountants at headquarters, I have been responsible for overseeing project registration and meticulously managing project costs. This includes providing guidance to project supervisors, particularly those in the network department, to ensure they remain within their allocated budgets. As a result, I've played a pivotal role in maintaining financial efficiency and accountability throughout ongoing projects.
* **Budget preparation and control**. Budgetary planning and control have been integral aspects of my role. My team and I have meticulously crafted regional budgets covering operational and capital expenditures. Serving as the controller of these budgets, I've taken on the responsibility of ensuring our region's financial plans align with our operational goals. This commitment has guaranteed that we are well-equipped to meet our targets effectively.
* **Decision making**. I have been recognized for my contributions in optimizing the utilization of company resources. With a keen eye on operational efficiency, I have advised our management on prudent allocation of funds. For instance, I have provided counsel against paying overtime to employees already receiving per diem payments, thereby demonstrating a commitment to responsible resource management.
* **Training and Development**. A significant part of my role has centered on training and development. I have taken on the role of guiding new team members and aiding colleagues in acquiring new skills. Whether through on-site training sessions like I did to Kigoma Region September, 2022 or virtual platforms like Telephone and Any Desk, I have shared my expertise to empower others. This commitment to training extends beyond our immediate team, encompassing interns and students seeking practical experience. I take pride in seeing them grow to confidently handle their responsibilities.
* **Client Relations.** My interactions with clients have also been instrumental. By exchanging ideas and insights, I have forged strong relationships with numerous customers. To the point where some clients now reach out to me directly. This rapport underscores my dedication to building lasting relationship that extend beyond business transactions.
* **Accounting**: Skilled in general accounting principles such as reconciliations, petty cash management, and the general ledgers and balancing of accounts, accounts payables and receivables and ensuring proper bookkeeping.
* **Financial skills**: I have gained substantial knowledge on matters of finance such as financial accounting, financial reporting, monitoring expenditures, budget preparation and planning and justifying variances.
* **Auditing**; Knowledgeable in statutory audit; verifying the reliability, authenticity, and integrity of payment vouchers, schedules, and financial data and providing independent assurance to the management on the implementation and effectiveness of the internal control system.
* **Financial Reporting**: I have effectively generated monthly reports: Profit and Loss Account, Balance Sheet, Trial Balance and supporting ledgers
* **Tax and statutory deductions**: Well versed in various taxes (VAT, income tax and withholding) with knowledge in the preparation of statutory payments i.e. PAYE, NSSF, NHIF and payroll management.
* **Detail Oriented**: I value accuracy and ensure that in every duty I undertake, I pay close attention to details and capture all the valuable data in terms of cost monitoring and compilation of detailed financial reports.
* **ICT/Computer Skills:** Proficient in navigating the MS suite and internet savvy. I am also proficient in the use of Quick Books.

**PROFESSIONAL EXPERIENCE**

**2020 – To Date: Senior Accountant (TTCL Iringa).**

**Key Contributions**

* Manage accounting operations including general management, accounts payable, accounts receivable, cost analysis, and month/year-end processes.
* Ensure all financial transactions, systems, and procedures comply with local and international regulations, accounting principles, and standards.
* Oversee financial forecasting and engage with stakeholders to ensure accurate and timely delivery of head office budgets.
* Monitor and control budgets to ensure expenditures are within approved limits.
* Manage payment systems for goods and services, ensuring timely payment of invoices and staff claims.
* Resolve queries and complaints from head office efficiently, including General Ledger (GL) access and requests for refunds/reversals.
* Follow up on receivables accounts to clear outstanding items and avoid provision for loss.
* Recommend changes to financial processes and accounting policies to enhance internal controls.
* Manage the performance, training, and development needs of staff.
* Provide expertise and advice to management on financial matters and the impact of financial reporting standards.

**2019 – 2020: Accountant I- (TTCL Iringa)**

**Key Contributions**

* Directed financial control and reporting activities, ensuring compliance with accounting standards and regulations.
* Supervised accounts payable, accounts receivable, and general accounting functions.
* Conducted cost analysis and budgetary monitoring to control expenditures.
* Implemented financial forecasting models to support strategic planning.
* Managed relationships with internal and external stakeholders to ensure service delivery.

**2014 – 2019: Finance Officer (TTCL Iringa)**

**Key Contributions**

* Assisted in managing financial control operations and reporting activities.
* Supported budget preparation and monitoring processes.
* Analyzed financial data to identify trends and support decision-making.
* Coordinated with various departments to ensure accurate financial reporting.
* Control all Regional inventories
* Costs Allocation on their respective uses.
* Regional budget controller (checking approved Budget versus payments)
* Invoice Matching.
* Bank Reconciliations (Both Collection and Expenditure).
* Preparation of Regional Reports like Daily Balance (Cash Account),Monthly End Report and TTCL PESA report
* Preparation of Regional Budget.
* Regional forecast Report.
* Imprest and petty cash Management.
* Posting Regional transactions into General Ledger.
* Reconciling General Ledger’s transactions and Cash Account.
* Conduct payment run in collaboration with Principal Accountant
* Respond to Auditor’s quarries.

**March 2013 – December 2013 Assistant Accountant-Tax (TTCL–Dar es Salaam)**

**Key Contributions**

* Collect Withholding Tax Certificate on receipts,
* Payments of VAT Return to Zanzibar Revenue Board on or before 15th of every Month,
* Preparation of exercise duty and property Tax,
* Payment of Tax return and VAT for Tanzania Mainland,
* Preparation and payment of Withholding Tax on Payments
* Respond to Internal Auditor’s quarries

**EDUCATION AND PROFESSIONAL BACKGROUND**

* Oct 2022—Nov 2024: The Open University of Tanzania (OUT); **Master of Business Administration (Accounting and Auditing)**
* 2013-2016: National Board Of Auditors And Accountants (NBAA**); Certified Public Accountant (CPA)**
* 2009-2012: Tanzania Institute of Accountancy, Dar es Salaam**. Bachelor Degree in Accounting.**
* 2007-2009: NJOMBE HIGH SCHOOL, Njombe**.;Advanced Certificate of Secondary Education (ACSEE)**
* 2003-2006: LUDEWA SECONDARY SCHOOL, Ludewa/Njombe**; Certificate of Secondary Education (CSEE)**

**CERTIFICATIONS**

* Certified Public Accountant (CPA)

**TECHNICAL SKILLS**

* Financial Control and Management
* ERP Systems
* Microsoft Office Suite (Word, Excel, Access)
* Financial Forecasting and Budgeting
* Cost Analysis

**BEHAVIORAL SKILLS**

* Team Building and Leadership
* Effective Communication
* Delegation
* Formal Presentation
* Time Management
* High Work Standards

**PROFESSIONAL AFFILIATION**

* Member, National Board of Auditors and Accountants (NBAA)

**KEY ACHIEVEMENTS**

* Managed to keep good Accounting records every year from 90% to 99%.
* Operational costs reduction by 30%
* Reduced fraud in fraud in the Region

**CERTIFICATE OF APPRECIATION**

* Regional best worker in 2022
* Best Worker of Support Section May 2019 and May 2021.

**REFEREES**

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